

**Fadzi Patricia Ledwaba I I**  
**Silver lakes, Pretoria East**

**Current Package:**

**Proposed desired package: market related**

### **Professional Summary**

I am a female registered governance practitioner, admitted attorney, conveyancer, and notary public with 14 years' experience in civil litigation, compliance, regulatory and governance environment. I have 14 years in administration of justice, public administration or public finance. Claims Litigation experience nine (9) years, and legal services management experience of 8 years. I am further a conscientious Claims Assurance Manager who adeptly applies managerial experience and leadership skills to various claims assurance processes including staff management to ensure that governance within the assurance space reigns supreme within the ambit of compliance aligned to business strategy. Proficient at employing negotiation skills to resolve governance issues relating to assurance of equitable settlement offers. Especially skilled at processing assurance of claims within a reasonable period, to ensure efficiency and effectiveness.

## **Core Qualifications**

- Prodigious knowledge of litigation, administration of justice, constitutional interpretation, and legal research.
- Solid ability to manage assurance of claims and provide leadership in line with achievable performance outcomes.
- Substantial understanding of the functioning and independence of Chapter 9 institutions and interpretation of statutes.
- Ability to quickly analyze legal-related investigation data and mitigate risk.
- Proficient in investigations tools and report writing and recommend legally sound sanctions.
- Strong ability to deal with customer service issues courteously and professionally.
- Solid internal and external communications abilities.
  
- Strong stakeholder management
  
- Strong leadership skills in protection, interpretation and implementation of justice and equity principle.

## **Professional Experience**

### **Claims Assurance Manager**

**(Performing SM Claims Assurance functions and duties in toto since January 2019 to date)**

**1/Aug /2018 – Present**

#### **Road Accident Fund**

- Management and providing leadership of claims assurance unit.
- Administered daily office activities and agent operations. ● Ensured that quality standards were upheld.
- Established data entry procedures for agents.
- Worked to resolve internal and external service and performance issues.
- Report writing monthly and quarterly (analytical evaluation of conformance with assurance SOPS, recommendation to EXCO and OPSIT on claims assurance conformance governance in line with the approved strategy in reducing litigation costs, settlement of offers within 120 days.
  
- Data storage and safekeeping of documents.
  
- Policy, compliance, and regulatory formulation.
  
- Legal and advisory role in claims assurance governance matters.

- Provide leadership and direction to internal and external stakeholders.
- Conflict and negotiation management with internal and external stakeholders.
- Management and leadership of departmental staff (assisting the unit).
- Departmental performance management.
- Risk management.
- Development of strategy, operational plan, and performance plans.
- Internal financial and expenditure management.
- RAF Litigation Rescission committee sittings, governance, development of internal committee procedures and standard operating procedures.
- Dispute resolution and negotiation management on matters with RAF claims assurance nonconformance.
- Development of resolution on improvement of internal claims processing procedures.
- Development of strategy, operational plan, and performance plans.
- Project management of RAF (plaintiff) debt book (reduction of liability exposure).

**Chief Governance Officer**

**30/Jul/2017-01Aug/2022**

**Moatikgomo Mining Pty Ltd**

- Board administrative officer.
- Board meetings.
- Committee meetings and staff assistance.
- Assistant to the nominating and governance committees.
- Oversee Legal Services, Claims Assurance and monitoring, Combined Assurance and internal control.
- Budget management.
- Policy formulation
- Strategy formulation.

- Human resource management and employee investment.
- CSR.
- GRC system management.
- Reporting management.
- Risk, compliance and regulatory management.

**Legal Manager: Parliamentary governance and corporate law**

**1/Jan /2015 – 30/Jul /2017**

**Mpumalanga Provincial Legislature**

- Law making (drafting of bills; tagging of bills; tabling of bills; negotiating mandates; passing of bills; publications; public participation).
- Committee (social, economic cluster and SCOPA) and house-sitting governance.
- Drafting and amendment of house rules and training.
- Development of operational plans and performance plans.
- Legal advisory management.
- Contract drafting, negotiation and management.
- Litigation management.
- Policy, compliance, and regulation formulation.
- Report writing.
- Budget management.
- Departmental performance management.
- Stakeholder management.
- Management and leadership of legal services unit.

**Legal advisor (counsel)**

**01/Dec/2012 – 31/Dec /2015**

**Commission for gender equality**

- Investigations of complaints.
- Stakeholder management.
- Litigation management.
- Litigation budget management.
- Establishment of operational plans and performance plans.
- Report writing.

- Research drafting and analysis.
- Court monitoring and assessments.

- Legal advisory management.

- Interpretation of statutes.

**Legal officer (Deceased and insolvent estate)**

**1/Jan /2012 – 30/Nov/2012**

**ABSA BANK**

- Deceased estate and insolvent estate management.
- Litigation management (insolvent and deceased estates).
- Management of the bank's debt book (insolvent and deceased estates).
- Management of SIE Lists (SHERIFF LIST). •Reporting.
- Established performance plans.
- Staff management and leadership.

**Associate**

**03/Sep /2009 – 31/Dec /2011**

**Nemasisi Attorneys**

- Civil litigation (RAF: High court litigation).

- Labour law litigation.
- Property law litigation.
- Corporate law litigation.
- Management and leadership of the litigation department

### **Candidate Attorney**

**1/Aug /2008 – 02/Oct /2009**

### **Nonyane Attorneys**

- Civil litigation (RAF)
  
- Labour law litigation
- Property law litigation
- Corporate law litigation

### **Education**

1. **Matric**  
2003  
Completed
  
2. **Bachelor of Laws (LLB)**  
University of Limpopo  
2004-2007  
Completed
  
3. **Master of Laws (Private Law) (LLM)**  
University of South Africa  
2016-2019  
Completed
  
4. **Master of Business Administration (MBA)**  
University of South Africa  
2019-2021  
Completed
  
5. **Executive Development course**

Wits Business School

2022-2022

Completed

**6. Master of Law (Research) (Constitutional transformative law)**

University of Pretoria

2022-Present

In progress

**PROFESSIONAL QUALIFICATIONS**

**1. Admitted attorney**

Admission date: 2009

**2. Admitted Conveyancer**

Admission date: 2012

**3. Admitted Notary Public** Admission date: 2012

**4. Practice Management Certificate**

2010-2010

Completed

**5. Legal practice training Certificate**

2008-2008

Completed

**6. Legal opinion writing training Certificate**

2014-2014

Completed

**7. Leadership and Government training Certificate**

2021-2021

Completed

**8. Senior Management Service Pre entry Programme in Government Certificate**

2021-2021

Completed

**9. Compliance Management Certificate**

2023-2023

Completed

**Association**

**1. Chartered governance institute of Southern Africa (CGISA)**

Governance practitioner

**2. Legal practice council**

Attorney, conveyancer, notary public

**References**

**1. Phakamile Thwala**

Executive Manager: Parliamentary Operations  
Mpumalanga Provincial legislature

**2. Advocate Buyile Mdluli Senior Manager: Legal**

Mpumalanga Provincial Legislature

**3. Moltah Mavuso Provincial Manager**

Commission for gender Equality